

I am a Right Track Worksite/Provider for the 2016 - 2017 School Year!

I know who I want to hire for the School Year as my Right Track worker.

The youth I want to Hire as my Right Track worker meets the following criteria:

- Lives in Saint Paul, and
- is age 14 - 21, and
- comes from a low income household or has at least one barrier to employment (as defined [HERE](#)).

YES!

Great! Please fill out [The 16-17 SY Request to Add Worker Form](#) with the worker's name, birthdate and email address, so we can confirm we have them in our system. If they didn't work for Right Track during the summer of 2016, they will need to fill out our [Online Intake Form](#) and submit a payroll packet and [permission slip/income affidavit](#) ASAP.

NO.

Please follow the directions for "I don't know who I want to hire for the school year."

I DON'T know who I want to hire for the School Year as my Right Track worker. I can either:

Email udele.xiong@ci.stpaul.mn.us who will send you a template to complete for a job description.

Right Track will post your description on their website/facebook page and will email previous workers/applicants about the opportunity. Potential/interested workers will reach out to me (the supervisor) to schedule an interview/learn more about the position.

Do my own recruitment, knowing that Right Track eligible youth:

Live in Saint Paul, are age 14 - 21, and either come from a low income household or have a barrier to employment as defined [HERE](#).

Interview applicants, and complete the [The 16-17 SY Request to Add Worker Form](#) for each worker you want to add to your roster.

If your new hire did not work Right Track during the summer of 2016, they will need to complete the Right Track [Online Intake Form](#) and submit a payroll packet with a [permission slip/income affidavit](#) before they can start working.